## 9 DEC 1975

MEMORANDUM FOR: Director of Communications Director of Finance

Director of Joint Computer Support

Director of Logistics Director of Medical Services

Director of Personnel Director of Security Director of Training

Chief, Information Systems Analysis Staff

SUBJECT

Fighting Inflation and Reducing Daily

Operating Costs

REFERENCE

: Memo dtd 28 Feb 75 to DD's and Heads of Independent Offices fr DCI; same subject

- In the referenced memorandum the Director asked that we submit quarterly reports on our inflation fighting efforts. In the report submitted for the last quarter of FY 1975, I suggested and the Director agreed that future reports be submitted semi-annually. The first semi-annual reporting period ends 31 December 1975. Reports for this period should be forwarded to the DD/A Plans Staff by close of business 16 January 1976.
- Savings should be described and quantified in the following categories:

Group I: Savings to date for the current fiscal year.

Group II: Savings you expect to make on an annual basis in future fiscal years.

Group III: One-time savings for the current or future fiscal years. This group should not include current fiscal year savings to date (Group I) or annual savings (Group II).

> John F. Blake Deputy Director for Administration

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